



PowerTel Utilities Contractors Limited is one of Canada's leading high voltage contractors offering services in transmission lines, substations and distribution systems including all phases from development to commissioning. PowerTel has achieved a long history of success from years of investment in industry-leading safety programs, quality management systems, personnel training and equipment acquisition and maintenance.

We are currently seeking two **Project Administrators** to join our team in **Granite Canal, Newfoundland**.

Anticipated Start Date: **November, 2016**
Type of Position: **Full Time, Contract**
Reports to: **Project Manager**

THE POSITION

The purpose of the Project Administrator is to provide general administrative and site office support while contributing to the effective and efficient customer service championed by PowerTel.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Acts as the first line of contact for incoming calls or visitors to the site office;
- Sorts incoming mail for distribution and dispatches outgoing mail;
- Compiles crew lists;
- Collects timesheets for crew, subcontractors and equipment;
- Generates weekly man hours reports and client weekly and monthly reports as required;
- Documents and issues all new and revised versions of all line data and drawings;
- Maintains an up-to-date Drawing Document Register;
- Compiles daily progress reports & charts of the line construction;
- Maintains project binders and logs daily with Coreworx transmittals;
- Updates crew & equipment listings;
- Keeps track of RFI's (Requests for Information), Change Orders and Work Orders;
- Issues purchase orders & requisition numbers;
- Keeps employee training records up-to-date;
- Scans and uploads all vehicle inspections and FIRAs to the company share drive;
- Verifies and forwards packing slips, invoices, etc., to other offices as appropriate;
- Coordinates and attends meetings to record meeting minutes;
- Controls site office inventory (office supplies, safety equipment, PPE, tooling, etc.);
- Completes expense claims as required;
- Reconciles petty cash fund;
- Tracks, updates and distributes various reports and inspection sheets as required;
- Maintains a filing system and,
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- 15+ years of construction industry experience in an administrative role;
- Experience managing site offices in remote locations;
- Excellent interpersonal and verbal and written communication skills;
- High attention to detail;
- Strong organizational skills and the ability to multitask and manage time effectively in order to meet deadlines;
- Proficiency in Microsoft Office Suite;
- Willing to work in a construction camp;
- Willing to work a 21/7 shift cycle;
- Post-secondary degree, diploma or equivalent in a related discipline would be an asset; and,
- Previous experience in the electrical industry would be considered a strong asset.



INTERESTED CANDIDATES:

Interested candidates can forward their resume and cover letter including salary expectations to jobs@powertel.ca. Please quote the job title in the subject line. We thank all applicants for their interest however only those selected for an interview will be contacted. PowerTel welcomes all qualified applicants including those who are designated group members – Women, Visible Minorities, Aboriginals and Persons with Disabilities.

To learn more about PowerTel please visit our website at www.powertel.ca.